



Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Date

Employer Contact Information

Name
Title
Company
Address
City, State, Zip Code

Salutation

Dear Mr./Ms. Last Name:

First Paragraph of Retirement Letter

The body of your letter advises your employer that you will be retiring and gives the effective date of your retirement.

Middle Paragraph:

Use the next section of your letter to thank your employer for the opportunities provided during your tenure with the company.

Final Paragraph:

Finish your letter by offering to provide assistance during the transition.

Complimentary Close:

Respectfully yours,

Your Signature (hard copy letter)

Your Typed Name